

ORDINANCE NO. 77-2006

**A GENERAL ORDINANCE AMENDING CHAPTER 120
OF THE CITY OF RICHMOND CODE TO ADD A SECTION ON KEY LOCK
BOX SYSTEMS**

WHEREAS, Chapter 120 of the City of Richmond Code is entitled Burglar, Robbery and Fire Alarm Systems; and

WHEREAS, the Common Council has determined that the health, safety and welfare of the citizens of the City of Richmond are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Richmond Fire Departments in gaining access to the structure when responding to calls for emergency service; and

WHEREAS, other cities both nationally and throughout Indiana have adopted similar ordinances; and

WHEREAS, the key lock box system will operate on a master key basis that will expedite entry into a structure during an emergency; and

WHEREAS, the key lock box system will minimize forced entries into structures thereby avoiding costly and time-consuming efforts in gaining access to locked structures during an emergency.

NOW, THEREFORE, be it ordained by the Common Council of the City of Richmond that Section 120 be amended and adds as follows:

Key Lock Box Systems

120.23	Key Lock Box System
120.24	Key Lock Box-Type
120.25	Key Lock Box Location and Master Key
120.26	Key Lock Box Contents
120.27	Rules and Regulations
120.28	Update of Keys and Information
120.29	Limitation of Liability
120.30	Penalty

120. 23 KEY LOCK BOX SYSTEM

(a) The following structures shall be equipped with a key lock box at or near the main entrance:

- (1) new or existing commercial or industrial buildings or property that have security gates or locked exterior doors or are otherwise secured in a manner that restricts access during an emergency;
 - (2) multi-family residential structures, fraternities, sororities and cooperative housing arrangements that have a common corridor for access to the living units and in which access to the building or to common areas or mechanical or electrical rooms within the building is denied through locked doors;
 - (3) governmental structures, nursing care facilities; and,
 - (4) any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- (b) All newly constructed buildings, not yet occupied or buildings currently under construction and all buildings or businesses applying for a certificate of occupancy and/or building permits will be required to comply with this ordinance. All other structures in existence on the effective date of this section and subject to this section shall have one year from the effective date of this section to have a key lock box installed and operational. The cost of purchasing and installing, along with any cost associated with implementation of the program at a specific property, will be born by the building or business owner.

SEC. 120.24 KEY LOCK BOX SYSTEM - TYPE.

The fire chief shall designate the type of key lock box system to be implemented within the City of Richmond and shall have the authority to require all structures to use the designated system.

SEC. 120. 25 KEY LOCK BOX LOCATION AND MASTER KEY.

The key lock box shall be installed on the front of the building or facility at or near the main entry door.

SEC. 120.26 KEY LOCK BOX CONTENTS.

- (a) The key lock boxes shall contain the following clearly labeled keys, swipe cards or access codes to the following areas:
- (1) Locked points of access on the exterior of the building or facility;
 - (2) Locked points of access to common areas, such as hallways or utility rooms, contained within such buildings or facilities;
 - (3) Locked mechanical rooms;

- (4) Locked electrical rooms;
 - (5) Locked fenced or secured areas;
 - (6) All other locked areas, other than individual apartments or rented rooms; and,
 - (7) Any other areas that may be required by the fire chief or police chief.
- (b) The key lock boxes shall also contain:
- (1) A card containing the emergency contact person for the business or property; and,
 - (2) Hazardous materials Material Safety Data Sheets if applicable, as well as a floor plan or written description indicating the location of the general areas where these materials will be found within the building.

SEC. 120.27 RULES AND REGULATIONS.

The Fire Chief may establish policies, rules and regulations for the placement and maintenance of the Key Lock Box within the City of Richmond. Proposed rules and regulations will be submitted to the Board of Public Works and Safety and shall become effective fourteen (14) days after submission to the Board of Public Works.

SEC. 120.28 UPDATE OF KEYS AND INFORMATION.

The owner or person in control of any building, facility or property required to have a Key Lock Box under this chapter shall maintain current information regarding hazardous materials stored in the building, facility or on the property in the key lock box or, if the volume of material is too large to place in the repository, shall file said information with the Fire Chief and the local Emergency Planning Committee.

SEC. 120.29. LIMITATION OF LIABILITY

The City of Richmond assumes no liability for any of the following:

- (a) Any defects in the operation of the key lock box, or any of the keys contained within such key lock box or any information stored within the key lock box or otherwise provided to the City of Richmond;
- (b) The failure or neglect to respond appropriately upon receipt of an alarm from an alarm system;
- (c) The failure or neglect of any owner or person in control of a building or facility required to have a key lock box or to provide access to the key lock box; or

(d) The security of any property required to have a key lock box due to access to the key lock box by any person.

SEC. 120.30 PENALTY.

Any person who owns or operates a structure subject to this section is guilty of a violation for any non-compliance with this section. Each day of noncompliance shall constitute a separate violation. The minimum fine for a conviction for a violation of this section shall be \$100.00 per day. Continued non-compliance may result in revocation of the Certificate of Occupancy or Building Permit.

Passed and adopted this ____ day of _____ 2006, by the Common Council of the City of Richmond, Indiana.

_____, President
(Karl Sharp)

ATTEST: _____, City Clerk
(Karen Chasteen)

PRESENTED to the Mayor of the City of Richmond, Indiana, this ____ day of _____, 2006, at 9:00 a.m.

_____, City Clerk
(Karen Chasteen)

APPROVED by me, Sarah L. Hutton, Mayor of the City of Richmond, Indiana, this ____ day of _____, 2006, at 9:05 a.m.

_____, Mayor
(Sarah L. Hutton)

ATTEST: _____, City Clerk
(Karen Chasteen)